

# **COLLECTION DEVELOPMENT AND MANAGEMENT POLICY**

## **I. BACKGROUND**

**MISSION STATEMENT:** Town and Country Public Library District serves its residents as a gateway to knowledge by providing access for children, teens, and adults to a wide range of materials, opportunities and community meeting space. As a result, the quality of life for our community is enhanced and enriched, and our residents can develop their potential to become better-informed citizens.

**VISION:** Town and Country Public Library staff, Board, and community envision a future where all individuals and families are eager and engaged lifelong learners.

The materials collection, one of Town and Country Public Library's major assets, is developed and managed to meet the majority of the cultural, informational, educational, and recreational needs of the library patrons in its district. Library staff builds and maintains a patron-focused collection by anticipating and responding to needs and expectations. Library District Administration recognizes the necessity of balancing budget, staffing, and building concerns when making decisions either to acquire or to provide access to materials and information. Materials budget allocation is set annually. Acquisition decisions are based on factors including demand, cost of materials, publishing trends, and changes in the marketplace.

**GOALS:** Town and Country Public Library District has based the Collection Development and Management Policy on the following goals:

- To develop and offer quality collections for patrons.
- To strive for a collection that is balanced, comprehensive, and of adequate size, quality, and diversity to meet the needs of its users.
- To insure that all parts of the collection are up-to-date and well maintained through established acquisition and retention priorities.
- To continually evaluate present formats and to identify new formats that will make the collection more valuable to our patrons.

## **II. PURPOSE**

This policy guides the staff and informs the public of the principles upon which collection development and management decisions are based. It serves as a staff reference for policies and procedures related to collection development and management. Collection development is the ongoing process of assessing the materials available for purchase or licensing and making the decision on inclusion or retention. This policy describes the role of collection development and management in achieving the Library's mission and strategic goals and objectives. It defines the scope of the collection, provides a plan for the continuing development of resources, and identifies collection strengths. It outlines the relationship of collection development and management to the Library's goals and to the intellectual freedom principles as set forth in American Library Association guidelines.

## **III. SCOPE OF COLLECTION**

The collection offers materials in choices of format, treatment, language, and level of difficulty. "Materials" has the widest possible meaning and includes but is not limited to print, audiovisual, and electronic formats. "Collection" is defined as materials that are selected for the Library District. Those selected materials may be physically owned by the Library District or may be accessed via the Internet. "Selection" refers to the decision that must be made to add a given item to the Library District collection and made accessible either in a physical location or via electronic means. Not all materials and information found

via the Internet are part of the collection. Only web-based resources accessed over the Internet that are specifically selected using the criteria outlined in this policy are a part of the collection.

The Library District collects, organizes, and makes available materials of both contemporary significance and long-term value. The collection is reviewed and revised on an ongoing basis. Collections are current and popular but also include materials of local historical relevance. Collections provide general coverage of subjects and reflect the characteristics of the community. Materials are withdrawn from the collection to maintain the collection's usefulness, currency, and relevance. Withdrawn materials may be sold, donated, or discarded.

The Library District will accept gifts of library materials within the framework of the policy on such donations, as adopted by the Library Board of Trustees. These gifts and donations are subject to the approval of the Library Director. The Library District reserves the right to refuse any gifts and donations deemed inappropriate for any reason. (see: Policy on Gifts, Donations and Memorials, for the full text of the policy)

#### **IV. SPECIAL COLLECTIONS THE LOCAL HISTORY COLLECTION**

**Purpose and Scope:** The purpose of the Local History collection is to collect and preserve materials that document the history of Elburn and the surrounding area and to make these materials available to researchers and the general public. The collection houses materials in a variety of formats including but not limited to books, pamphlets, photographs, maps, audio-visual materials, and physical artifacts. Materials in a foreign language are not necessarily excluded from acquisition if they meet other criteria. The Collection is maintained as a non-circulating special collection. Materials are acquired through both purchase and donation.

The following criteria are used to select items for inclusion in the local history collection:

- Relevance to local history
- Quality and condition of the material
- Authority and authenticity of the material
- Available provenance and documentation of clear title to the material
- Cost of the item

The following items are generally not accepted for inclusion:

- Items which show damage from mold, mildew, water, insects, smoke or dirt
- Materials that would be too costly or difficult for the Library District to preserve, process or store
- Items whose use would be restricted by the donor
- Items or materials that do not have a clear provenance
- Items that more properly belong in a museum

Gifts and donations to the Local History Collection are accepted following the Library's Policy on Gifts, Donations and Memorials. Once accepted, the items become the property of the Library District. The Library District has the right to decide how donated items are displayed or stored and how long items are retained in the collection. No items will be accepted without a legal transfer of title, deed of gift, or other official transfer of ownership to the Library District.

**Co-operative agreements:** Occasionally the Library District may enter into co-operative agreements with other organizations in order to preserve historical materials and/or to make them more widely available.

In general, the Library District does not accept items on loan. However, items from the collection may be loaned to other organizations upon request and if proof of proper insurance is provided to the Library District.

Weeding and deselection: Although items in this collection will not be selected for weeding based only on age, the Library District has the right to weed materials no longer appropriate to the collection.

## **ARCHIVES**

Purpose and scope: The purpose of the archives is to provide in-house storage for items in the general collection that have been judged too valuable or fragile to remain in general circulation. Items in this collection are shelved in the staff area and are available to the public upon request. This is a non-circulating collection. Items are used only under staff supervision.

Criteria: Materials are not purchased for the Archives. Only materials already in the collection are considered for archiving.

Gifts and Donations: Gifts and donations will not be placed in the Archives.

Weeding: Items in the Archives are rarely weeded. Some materials may be transferred to the Local History Collection, if appropriate.

## **V. COLLECTION DEVELOPMENT AND MANAGEMENT CRITERIA**

To build a collection of merit, materials are evaluated according to one or more of the following criteria: (An item need not meet all of these criteria in order to be acceptable)

### **GENERAL CRITERIA:**

- Present and potential relevance to community needs
- Suitability of physical form for library use
- Budget considerations
- Space considerations
- Importance as a document of the times
- Professional reviews and critiques
- Potential user appeal
- Requests by the public
- Staff recommendations
- Collection usage statistics
- Works by local authors
- Materials of local interest or focus
- Memorial gifts

### **CONTENT CRITERIA:**

- Authority
- Comprehensiveness
- Skill, competence, and purpose of author
- Reputation and significance of the author
- Objectivity
- Consideration of the work as a whole
- Clarity
- Currency

- Technical quality
- Representation of diverse points of view
- Representation of important movements, genres, or trends
- Vitality and originality
- Artistic presentation and/or experimentation
- Sustained interest
- Relevance and use of the information
- Effective characterization
- Authenticity of history or social setting

### **SPECIAL CONSIDERATIONS FOR ELECTRONIC RESOURCES:**

- Ease of use of the product
- Availability of the information to multiple, concurrent users
- Technical requirements to provide access to the information
- Technical support and training

## **VI. COLLECTION DEVELOPMENT RESPONSIBILITIES**

The authority and responsibility for the selection of library materials are delegated to the Library Director and, under his or her direction, to additional staff members who are qualified for this activity. No employee may be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance with the written policy required to be established pursuant to Illinois Library Law (75 ILCS 5/4-7.2). These staff members have the specific responsibility to prepare proposed line-item recommendations for the budget preparation process annually. Funds for materials are included in the Library District's annual budget process.

## **VII. INTELLECTUAL FREEDOM**

The Library District provides an impartial environment in which individuals and their interests are brought together with ideas and information spanning the spectrum of knowledge and opinions. The American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to View statements are included in this policy and serve as guides to collection development and management.

Collection development and management decisions are based on the merit of the work as it relates to the Library District's mission and its ability to meet the expressed or anticipated needs and interests of the community. The inclusion of an item in the library collection in no way represents an endorsement of its contents. Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered, except for the purpose of protecting them from damage or theft.

The Library District recognizes that many materials may be controversial and that any given item may offend some. Only individuals can determine what is most appropriate for their needs and can define what material or information is consistent with their personal or family values. Individuals can apply those values to the use of library materials only for themselves. Parents and legal guardians have the responsibility for their children's use of library materials.

## **VIII. ACCESS TO COLLECTION MATERIALS**

All library materials are available for use by all patrons, within the framework of current circulation policy. To ensure equitable and efficient access, materials may be subject to use limitations. Access to materials is ensured by the way materials are organized, managed, and displayed.

The Library District organizes its collection through a standards-based cataloging and classification system.

Staff is available to assist patrons in the selection and location of materials of interest. The Library District participates in interlibrary loan networks to make materials not in the collection available for patrons.

Electronic resources are made accessible through web-based environments. Remote electronic access to the library catalog and electronic resources is provided within technical, budgetary, and licensing constraints.

## **IX. RECONSIDERATION OF LIBRARY MATERIALS**

Residents of the Town and Country Public Library District may request reconsideration of a selection decision of library material by submitting a written Request for Reconsideration to the Library District, using established Library procedures and guidelines available at the Circulation Desk. The Library Director responds in writing to an individual's written request.

The Town and Country Public Library Board, upon request, will hear appeals of the Director's written response. Appeals must be presented in writing to the Library Board at least ten days in advance of the next regularly scheduled meeting of the Board of Trustees. Decisions on appeals are based on careful review of the objection, the material, and Town and Country Public Library Board policies including: this policy, the Library Bill of Rights, the Right to Read and the Right to View and the American Library Association's guidelines on intellectual freedom. The final decision on appeals rests with the Library Board of Trustees.

## **X. WEEDING POLICY**

Weeding, or de-selection, is an integral part of collection management. An active and continuous weeding program is essential in maintaining a viable and useful collection. Decisions on whether to retain or remove items are made on an individual basis. Worn and damaged items are weeded on a continuous basis. In addition, comprehensive weeding of at least two sections of the collection by Dewey Decimal classification is done annually on a rotating schedule. The following considerations may apply when considering materials for removal or retention:

- Worn or damaged items
- Duplicate copies of seldom used titles
- Materials which contain outdated or inaccurate information
- Superseded editions of specific titles
- Local relevance or interest

While the Library District tries to maintain copies of standard and important works, it does not automatically replace all materials withdrawn. Titles given as memorials or gifts are kept as long as they are still relevant to the collection but may be withdrawn when no longer useful. Decisions on replacement of materials are made on an individual basis and may include the following considerations:

- Demand for the specific item
- Number of copies held

- Availability of the title through interlibrary loan
- Existing coverage of the subject in the collection
- Availability of title for reorder
- Inclusion of the title in standard bibliographies

The Weeding Process:

- Identify items that are candidates for weeding
- Physically prepare items to be withdrawn
- Remove items from the database
- Order new and/or replacement titles as necessary

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